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People come First!

Exciting Opportunity at the California Department of Social Services....

**Staff Services Analyst (SSA)
Associate Governmental Program Analyst (AGPA)**

**SSA Salary Range: \$2,817 - \$4,446
AGPA Salary Range: \$4,400 - \$5,348
Two (2) Full Time Permanent Vacancies**



EMPLOYMENT OPPORTUNITY

The Fraud Bureau's mission within the Welfare to Work's Division is to ensure program integrity and safeguard the California Work Opportunity and Responsibility to Kids (CalWORKs) and Food Stamp program public assistance funds at the county level through the prevention, detection, and investigation of welfare fraud and recovery of misallocated funds. The Bureau's goal is to ensure that program funds are safeguarded and benefits/services are only provided to eligible families and individuals in a lawful, dignified, and efficient manner.

Under the direct supervision of the Staff Services Manager I, the analyst is responsible for evaluation of programs to ensure program integrity is maintained in all California Department of Social Services programs, and policy and regulation development for the CalWORKs cash assistance, Food Stamp, Child Care, and other public assistance programs. The analyst identifies, tracks, and analyzes federal and state legislation and regulation that impact and/or improve fraud prevention and detection processes.

Following are the duty statements (AGPA and SSA) for this employment opportunity. If you have any questions, please contact De Anna Williams at (916) 263-5700.

Who may apply: eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this classification. Candidates whose eligibility is based on an employment list must submit a copy of their examination results indicating their test score. All interested applicants must submit a standard State Application Form STD 678 (with original signature) and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Applications without eligibility information will not be considered. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit a copy of their surplus status letter. Only the most qualified candidates will be interviewed.

Final File Date: May 18, 2010

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: CA Department of Social Service
744 P Street, MS 19-26
Sacramento, CA 95814
Attn: De Anna Williams

**Fraud & Emergency Food Assistance Bureau
Policy & Regulation Development Unit
Duty Statement**

CIVIL SERVICE CLASSIFICATION:	Staff Services Analyst
POSITION NUMBER:	281-5157-706/708
LOCATION:	Sacramento

The Fraud Bureau's mission within the Welfare to Work's Division is to ensure program integrity and safeguard the California Work Opportunity and Responsibility to Kids (CalWORKs) and Food Stamp program public assistance funds at the county level through the prevention, detection, and investigation of welfare fraud and recovery of misallocated funds. The Bureau's goal is to ensure that program funds are safeguarded and benefits/services are only provided to eligible families and individuals in a lawful, dignified, and efficient manner.

Under the direct supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) is responsible for evaluation of programs to ensure program integrity is maintained in all California Department of Social Services programs, and policy and regulation development for the CalWORKs cash assistance, Food Stamp, Child Care, and other public assistance programs. The SSA identifies, tracks, and analyzes federal and state legislation and regulation that impact and/or improve fraud prevention and detection processes.

A. Specific Duties Include

- 55% Assist in the identification, development, and analysis of policies, regulations, and statutes for program initiatives and activities associated with the Child Care, CalWORKs, Food Stamps, and Fraud Programs. This includes preparing budget change proposals, All County Letters and Information Notices, regulation packages, procedures, handbooks and training packages, forms design, and memoranda.
- 20% Assist with the analysis of all legislative bill proposals that are related to program integrity, overpayment collections, and welfare fraud activities.
- 10% Assist with program oversight in conjunction with the Office of Systems Integration and provide program policy support to the counties relative to CDSS' Statewide Fingerprint Imaging System (SFIS). Coordinate and provide policy development and instruction, and issue resolution.
- 10% Participate in administrative processes such as budgets, personnel, contracts, and other administrative duties as assigned.
- 5% Other duties as required.

B. Supervision Received

The SSA receives direction from and reports directly to the Staff Services Manager I.

C. Supervision Exercised

None.

D. Administrative Responsibility

The SSA interacts, as assigned, with other administrative staff within the Department of Social Services regarding budgets, personnel, contracts and other administrative processes.

E. Personal Contacts

The SSA has routine contact with county welfare staff, county district attorney staff, CDSS and other State agency staff regarding welfare fraud programs and policies.

F. Actions and Consequences

Recommendations and compliance mandates are made to State/county officials concerning the conduct of fraud investigations of public assistance payments in California. Inconsistent or faulty recommendations will result in incorrect information being used to substantiate fraud and higher administrative costs for investigating and prosecuting fraud cases.

**Fraud & Emergency Food Assistance Bureau
Policy & Regulation Development Unit
Duty Statement**

CIVIL SERVICE CLASSIFICATION: Associate Governmental Program Analyst
POSITION NUMBER: 281-5393-706/708
LOCATION: Sacramento

The Fraud Bureau's mission within the Welfare to Work's Division is to ensure program integrity and safeguard the California Work Opportunity and Responsibility to Kids (CalWORKs) and Food Stamp program public assistance funds at the county level through the prevention, detection, and investigation of welfare fraud and recovery of misallocated funds. The Bureau's goal is to ensure that program funds are safeguarded and benefits/services are only provided to eligible families and individuals in a lawful, dignified, and efficient manner.

Under the direct supervision of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) is responsible for evaluation of programs to ensure program integrity is maintained in all California Department of Social Services programs, and policy and regulation development for the CalWORKs cash assistance, Food Stamp, Child Care, and other public assistance programs. The AGPA identifies, tracks, and analyzes federal and state legislation and regulation that impact and/or improve fraud prevention and detection processes.

A. Specific Duties Include

- 55% Identifies, develops, and analyzes policies, regulations, and statutes for program initiatives and activities associated with the Child Care, CalWORKs, Food Stamps, and Fraud Programs. This includes preparing budget change proposals, All County Letters and Information Notices, regulation packages, procedures, handbooks and training packages, forms design, and memoranda.
- 20% Analysis of all legislative bill proposals that are related to program integrity, overpayment collections, and welfare fraud activities.
- 10% Provides program oversight in conjunction with the Office of Systems Integration and provide program policy support to the counties relative to CDSS' Statewide Fingerprint Imaging System (SFIS). Coordinates and provides policy development and instruction, and issue resolution.
- 10% Participates in administrative processes such as budgets, personnel, contracts, and other administrative duties as assigned.
- 5% Other duties as required.

B. Supervision Received

The AGPA receives direction from and reports directly to the Staff Services Manager I.

C. Supervision Exercised

The AGPA may act for the SSM I in his or her absence.

D. Administrative Responsibility

The AGPA interacts, as assigned, with other administrative staff within the Department of Social Services regarding budgets, personnel, contracts and other administrative processes.

E. Personal Contacts

The AGPA has routine contact with county welfare staff, county district attorney staff, CDSS and other State agency staff regarding welfare fraud programs and policies.

F. Actions and Consequences

Recommendations and compliance mandates are made to State/county officials concerning the conduct of fraud investigations of public assistance payments in California. Inconsistent or faulty recommendations will result in incorrect information being used to substantiate fraud and higher administrative costs for investigating and prosecuting fraud cases.